

# MSFHR ApplyNet Peer Review Quick Start Guide: Stage 1: Conflicts and Preferences

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Welcome to the Host Institution Portal on [MSFHR ApplyNet](#).

Login to **MSFHR ApplyNet** by visiting our website: [www.msfhr.org](http://www.msfhr.org) and clicking on the MSFHR ApplyNet link button in the upper right corner of your screen.

## Starting the process

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The Peer Review process has four main stages:

- Stage 1 – Conflicts and Preferences
- Stage 2 – Pre-Meeting Scores and Comments
- Stage 3 – Review Meeting and Final Scores
- Stage 4 – Revise Review Comments

*This guide covers Stage 1. Separate guides are available for the other stages.*

**Please ensure that your browser's pop-ups are disabled when using MSFHR ApplyNet.** You will not be able to open applications unless your pop-ups are disabled. [Here](#) is a quick guide on how to disable pop-ups in most browsers.

If your account was created by MSFHR, you will receive an email containing your login information and a temporary password.

When you log in to the [MSFHR ApplyNet System](#) for the first time, you will be prompted to change your password. Please ensure that your new password:

- Is a minimum of 8 characters long
- Contains alpha, numeric, and special characters  
*Example: Reviewer1!*

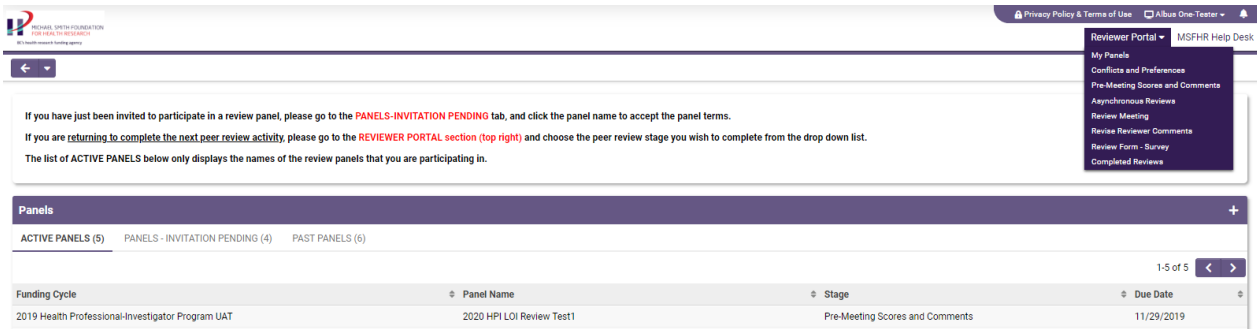
If you have an existing account, but have forgotten your password, click **Forgot Password** on the MSFHR ApplyNet Login page.

After logging in, the system will take you to your **Home** page

## Accepting Panel Terms

Click on the **Reviewer Portal** in the top right hand corner of your screen. This will present a drop-down menu with a list of options. Select **My Panels**.

Under the **Panels** section, go to the **Panels – Invitation Pending** tab.



The screenshot shows the Reviewer Portal interface. At the top right, there is a 'Reviewer Portal' dropdown menu with options: My Panels, Conflicts and Preferences, Pre-Meeting Scores and Comments, Asynchronous Review, Review Meeting, Review Reviewer Comments, Review Form - Survey, and Completed Reviews. Below this, the 'Panels' section is visible, with tabs for 'ACTIVE PANELS (5)', 'PANELS - INVITATION PENDING (4)', and 'PAST PANELS (6)'. A table displays the active panels:

Funding Cycle	Panel Name	Stage	Due Date
2019 Health Professional-Investigator Program UAT	2020 HPI LOI Review Test1	Pre-Meeting Scores and Comments	11/29/2019

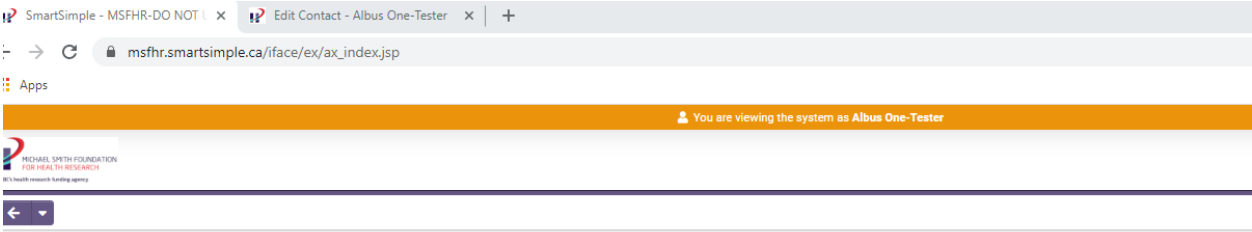
Select the review panel that you belong to.

Complete your contact profile, if you have not already done so, including completing or updating your Equity, Diversity and Inclusion survey. You will not be able to accept the panel terms until this is complete.

To complete your profile, click on the link to complete your profile in the instructions tab. This will open your Contact Profile in a new window. Please note that you will need to complete all fields marked with an asterisk in all the tabs in the profile. When you have completed all fields, click **Submit Profile**.

Return to **My Panels** by navigating through the **Reviewer Portal** tab.

**BC's health research funding agency**



**i** To begin the peer review process, please review the following documents by scrolling through the different tabs and completing all the required fields:

- Conflict of Interest Guidelines & Declaration
- Unconscious Bias Training
- Confidentiality and Non-Disclosure Agreement

To be able to accept the panel terms, please ensure that you have submitted your profile. Please [click here](#) to be redirected to your Contact Profile page.

When you are done, please click **ACCEPT PANEL TERMS** at the bottom of the page.

**GENERAL** CONFLICT OF INTEREST GUIDELINES & DECLARATION UNCONSCIOUS BIAS TRAINING CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

**Status:** Draft

**Activity Owner:** Albus One-Tester

**Panel Type:** Panel - Letter of Intent

**Panel Name:** 2020 HPI LOI Review Test1

**Panel Status:** Pre-Meeting Scores and Comments

**Conflicts and Preferences Due Date:** 11/29/2019

**Number of Applications:** 4

**Funding Cycle:** 2019 Health Professional-Investigator Program UAT

**Meeting Date:** 12/20/2019

**Scientific Officer:** January Tester

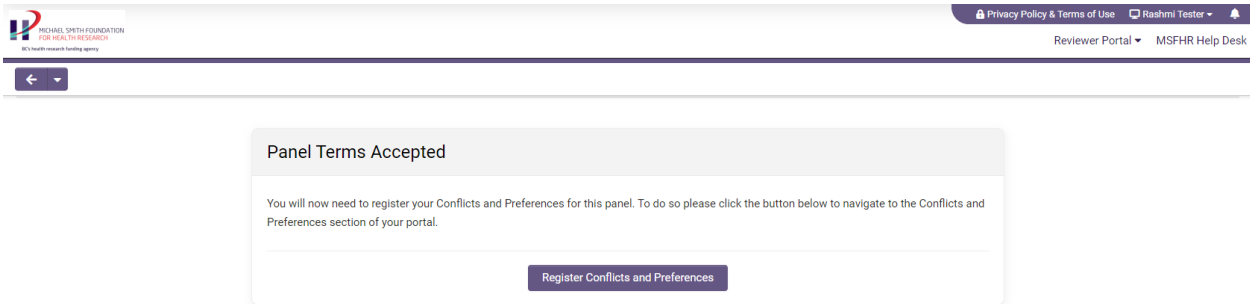
**Panel Chair:** Albus One-Tester

Review and complete the panel terms by going through the following sections:

- Conflicts of Interest Guidelines & Declaration
- Unconscious Bias Training
- Confidentiality and Non-Disclosure Agreement
- Expense Claim Reimbursement Payment

Click **Accept Panel Terms**.

A pop-up message will appear:



Click on the **Register your Conflicts and Preferences** button.

## Stage 1: Conflicts and Preferences

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Clicking **Register Conflicts and Preferences** will take you to **Stage 1: Conflicts and Preferences**. You can also navigate to this stage from the Reviewer Portal drop-down menu in the top right corner.

This is the first peer review stage where you will be asked to assess whether you have expert knowledge, some knowledge, no knowledge or are in conflict with the applications for review within your panel.

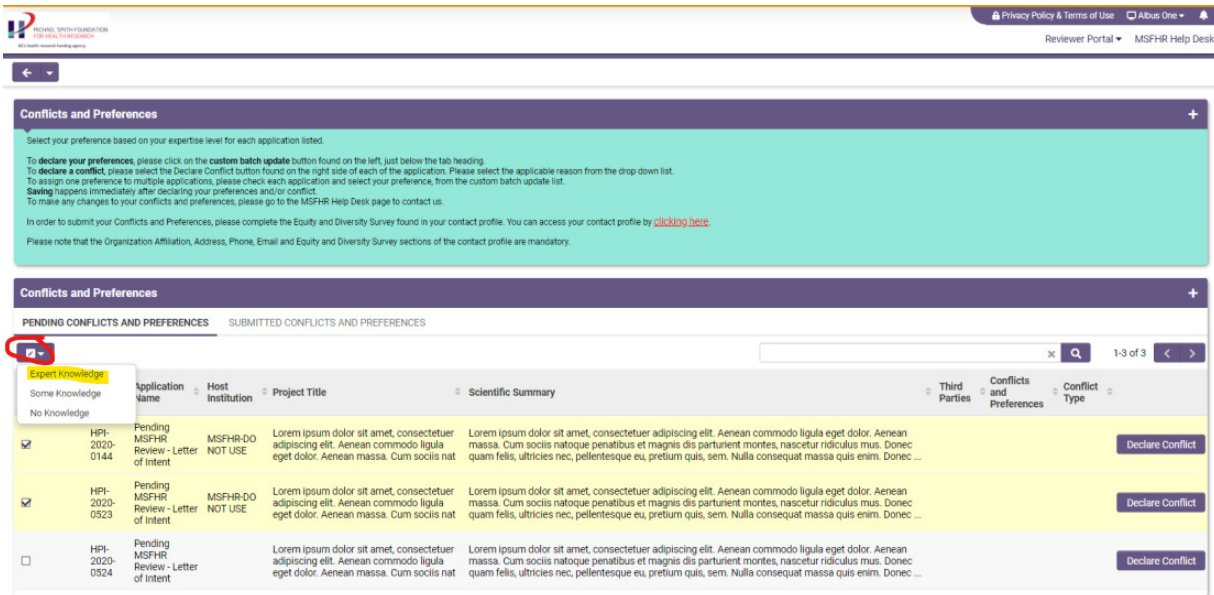
**Please note that to load all applications in your panel, you must refresh the page.** After you refresh the page, you will be returned to your **Home** page. Please navigate back to **Conflicts and Preferences** in your Reviewer Portal.

To declare your level of expertise:

- 1) Review the list of applications, paying particular attention to the applicant name and the scientific summaries.
- 2) Select applications using the check box and assign the appropriate option from the drop down button located underneath the **Pending Conflicts and Preferences** tab.

You can declare your expertise in batches. First select all the applications for which you have “Expert Knowledge,” and choose that option in the dropdown menu. From the remaining applications in the list, select all the applications that you have “Some Knowledge,” of the topic of research, and assign that option from the drop down menu. Finally, select all applications that you have “No Knowledge” of, and assign that option.

BC's health research funding agency



**Conflicts and Preferences**

Select your preference based on your expertise level for each application listed.

To declare your preferences, please click on the **custom batch update** button found on the left, just below the tab heading.

To declare a conflict, please select the **Declare Conflict** button found on the right side of each of the application. Please select the applicable reason from the drop down list.

To assign one preference to multiple applications, please check each application and select your preference, from the custom batch update list. Saving happens immediately after declaring your preferences and/or conflict.

To make any changes to your conflicts and preferences, please go to the MSFHR Help Desk page to contact us.

In order to submit your Conflicts and Preferences, please complete the Equity and Diversity Survey found in your contact profile. You can access your contact profile by [clicking here](#).

Please note that the Organization Affiliation, Address, Phone, Email and Equity and Diversity Survey sections of the contact profile are mandatory.

**Conflicts and Preferences**

PENDING CONFLICTS AND PREFERENCES    SUBMITTED CONFLICTS AND PREFERENCES

Expert Knowledge:  Some Knowledge     No Knowledge

Application Name	Host Institution	Project Title	Scientific Summary	Third Parties	Conflicts and Preferences	Conflict Type
<input checked="" type="checkbox"/> HPI-2020-0144	Pending MSFHR Review - Letter of Intent	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec		<b>Declare Conflict</b>
<input checked="" type="checkbox"/> HPI-2020-0523	Pending MSFHR Review - Letter of Intent	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec		<b>Declare Conflict</b>
<input type="checkbox"/> HPI-2020-0524	Pending MSFHR Review - Letter of Intent		Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec		<b>Declare Conflict</b>

Please note that there is no **Submit** button. As soon you select your preferences, the applications move to the **Submitted Conflicts and Preferences** tab. If you make an error, please notify MSFHR Helpdesk so we can make any changes.

To declare a conflict for an application, click on the **Declare Conflict** button. This will display a list of conflict types (e.g. immediate department and research group in the last 6 years, collaborated/published/co-applicant in the last 6 years, etc.); select the most applicable.

When you are done, click the **Refresh** button or press **F5** to update your display. This will take you back to your **Home** page.

Click the **Reviewer Portal** button located on the upper right hand of the page, and select **Conflicts and Preferences** to go back.

You will know when you've completed the Conflicts and Preferences stage when the **Pending Conflicts and Preferences** page no longer list any applications.

Upon receipt of all reviewers' conflicts and preferences, MSFHR will assign and distribute the applications to each of the panel members.

You will be notified by MSFHR when the next peer review stage: Pre-Meeting Scores and Comments will begin.

If you have questions, or encounter an issue accessing your Applicant Portal Homepage, please contact the MSFHR Help Desk by emailing [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org) or calling 604.730.8322 (toll-free: 1.866.673.4722).